User Guide

HOBLink Mobile

for iPhone

Software version: 1.10

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HOBLink Mobile Software and Documentation - Legal Notice

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Purpose of this Guide

This guide is designed to provide users with detailed information concerning HOBLink Mobile and to help them make the best possible use of the application.

The procedures for configuring the individual software components are documented in detail with step-by-step instructions.

Symbols and Conventions

This guide uses certain conventions and abbreviations which are explained here:

This symbol indicates useful tips that can make your work easier.

This symbol indicates additional informative text.

This symbol indicates an important tip or procedure that may have far-reaching effects. Please consider carefully the consequences of any changes and settings you make here.

- References to program commands, options and buttons are printed in **Bold**, for example: select the command **Open**.
- Cross-references to section headings and figures with numbers are marked in color as follows: Section 5 Information and Support.
- File names and text to be entered by the user are printed in `Courier New`. This input is – unless otherwise mentioned - case sensitive.
- In this documentation, HOB-specific terminology is abbreviated as follows:

HOB-specific Terminology	Abbreviation
HOB WebSecureProxy	HOB WSP
HOBCOM Universal Server	HCU Server

Contents

1 Introducing HOBLink Mobile and HOBCOM Universal Server 7

1.1 Features of HOBLink Mobile 7

1.2 Connecting HOBLink Mobile to your network 8

1.3 Functions of HOBLink Mobile 9

2 System Requirements 11

3 Installing HOBLink Mobile 13

4 Configuring HOBLink Mobile 15

4.1 iPhone Settings 16

4.2 HOBLink M Settings 17

4.3 Web Secure Proxy 18

5 Getting Started 21

6 Microsoft Exchange Application 23

6.1 Exchange Settings 24

6.2 E-mails 26

6.3 Calendar 39

6.4 Notifications 53

6.5 Contacts 55

6.6 Notes 59

7 Information and Support 63

1 Introducing HOBLink Mobile and HOBCOM Universal Server

HOBLink Mobile and HOBCOM Universal Server are the two components of the software solution from HOB that work together to give you secure mobile access to the resources in your corporate network using your iPhone or iPod touch.

HOBLink Mobile is an application that runs on your mobile device to give you secure access to your corporate e-mails, attachments, calendar entries, contacts and notes.

HOBCOM Universal Server (HCU Server) is the installation within your corporate network that makes this access possible. HCU Server is installed in your enterprise network (LAN) by your IT administrators and communicates with the Microsoft Exchange Server to retrieve data.

Data you access with your mobile device are not permanently stored on the device, so logging out or closing the app completely removes all data from your device, leaving no trace behind. Therefore, data are never exposed to security risks, even if the device is lost or stolen.

The currently available versions are:

- HOBLink Mobile Version 1.10
- HOBCOM Universal Server Version 2.3

1.1 Features of HOBLink Mobile

With HOBLink Mobile you have the following benefits:

- Simple download and installation of the HOBLink Mobile app on your device
- Highly secure access to your corporate e-mails, attachments, calendar entries, contacts and notes
- Low resource requirements (memory, bandwidth, etc.) giving you high performance and low connectivity costs
- A VPN connection is not necessary, a working Internet connection is sufficient
- You can reconnect to the same session without any data loss if the Internet connection is interrupted
- No data are stored on your mobile device: all data is kept safe within the company network, even if the device is lost or stolen

1.2 Connecting HOBLink Mobile to your network

There are two communication scenarios that are possible for HOBLink Mobile, either of which will be set up by your IT administrators:

1. Direct communication between HOBLink Mobile and HOBCOM Universal Server. This is always encrypted with AES (128 bit) encryption. The advantage of using direct communication is that it is easy to use and offers security.

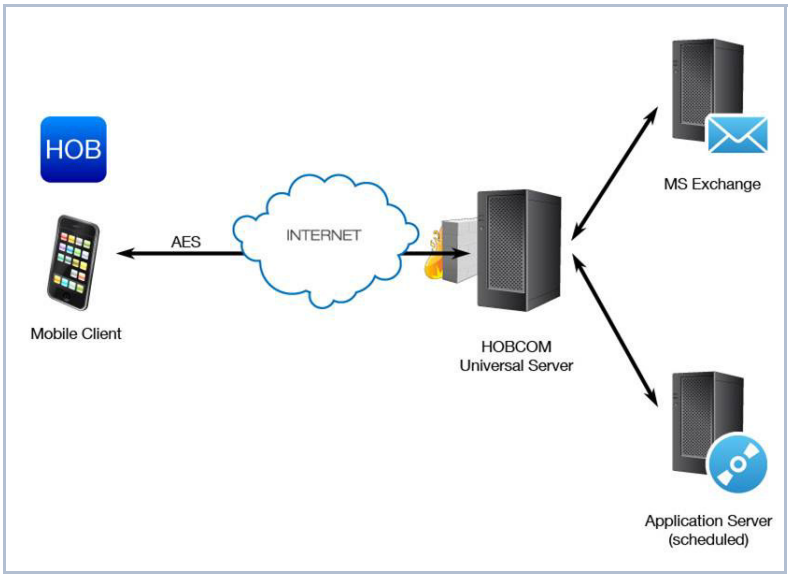


Figure 1: Diagram of Direct Communication

2. Communication between HOBLink Mobile and HOBCOM Universal Server over the HOB RD VPN WebSecureProxy (HOB WSP). HOB RD VPN is a software solution that is specially designed to give you secure remote access over the Internet to the resources in your corporate network. HOB WSP is the central server component of HOB RD VPN.

   The advantage of using communication over the HOB WSP is that it offers an even higher level of security requiring certificates. In addition, it is also encrypted with SSL.

HOB WebSecureProxy is not included in the HOBLink Mobile solution. HOB WSP can be obtained at an additional cost. If your company uses HOB WSP, please contact your IT administrator for configuration details.

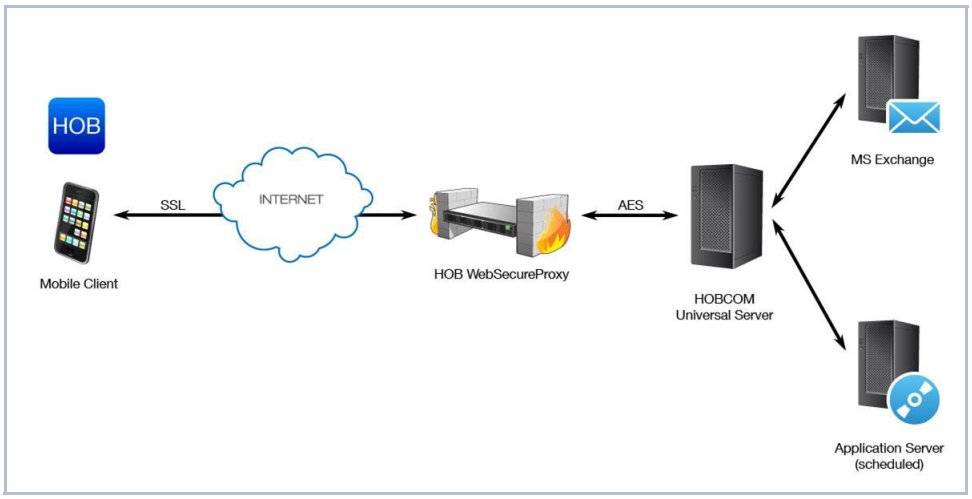


Figure 2: Diagram of Communication over the HOB WSP

1.3 Functions of HOBLink Mobile

E-mails – this gives you access to all of your e-mails on the Microsoft Exchange Server of your company. See Section 6.2 E-mails on page 26 for more information. The **E-mails** application offers the following functions:

- Create, forward and reply to e-mails
- Flag e-mails
- Save e-mails as drafts
- Hide/show e-mail details
- Delete, move or create new folders
- Move e-mails between folders
- Short preview of e-mails
- View attachments
- Custom signature
- Search for recipients in personal/corporate directory
- Load further e-mails
- Receive e-mails for invitations

Calendar – this gives you access to all of your calendar entries and invitations on the Microsoft Exchange Server of your company. See Section 6.3 Calendar on page 39 for more information. The **Calendar** application offers the following functions:

- Month/Day/List view of calendar entries
- Create, edit and delete calendar entries/meeting requests
- Add availability status, invitees and notes to entries
- Quick search for invitees in personal/corporate directory
- Set invitation state as accepted/tentative/declined

- Set notification settings for events

Contacts – this gives you access to all of your contacts on the Microsoft Exchange Server of your company. See Section 6.5 Contacts on page 55 for more information. The **Contacts** application offers the following functions:

- View personal contacts
- Delete, edit or create new contacts
- Search for contacts in corporate directory
- Set sorting order

Notes – this gives you access to all of your notes on the Microsoft Exchange Server of your company. See Section 6.6 Notes on page 59 for more information. The **Notes** application offers the following functions:

- View notes
- Delete, edit or create new notes
- Send notes via e-mail

2 System Requirements

HOBLink Mobile is the client component of the secure mobile access software solution from HOB.

HOBLink Mobile supports the following Apple products:

- iPhone
- iPod touch

HOBLink Mobile requires the following OS to be installed on all Apple devices:

- iOS 5.0 or later

3 Installing HOBLink Mobile

HOBLink Mobile can be downloaded to your iPhone or iPod touch and installed exactly as any other iPhone/iPod application (app) via the App Store. You only need to have an iTunes account with an Apple ID. HOBLink Mobile is available for download free from the Apple App Store.

1. Open the App Store.
2. Search for HOBLink Mobile.

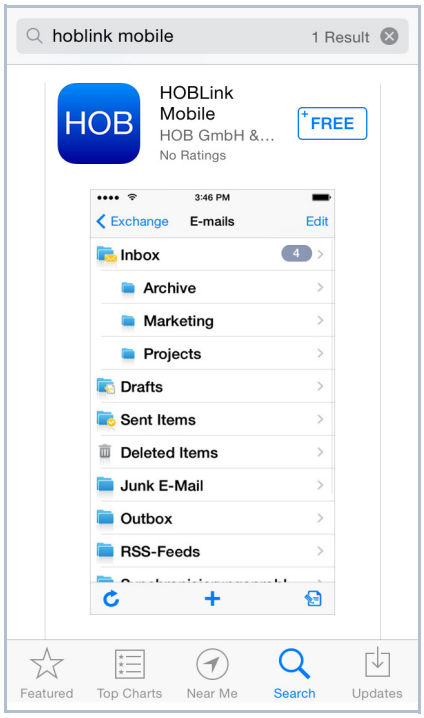


Figure 3: App Information

3. Tap **Free** and then **Install App** to download the app.

4. Enter your Apple ID and Password.

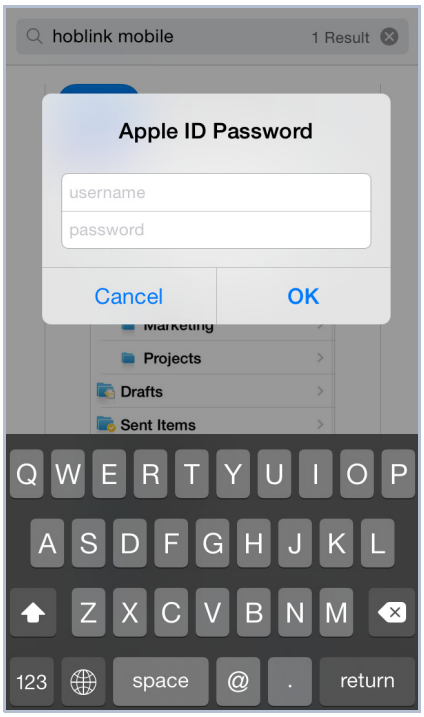


Figure 4: Enter Apple ID and Password

Once the download process is complete, you can see the HOBLink Mobile app icon on the screen of your mobile device.

Figure 5: HOBLink Mobile App Icon

If you cannot see this icon, or have any problems during the download process, please contact your IT administrator.

4 Configuring HOBLink Mobile

To configure your HOBLink Mobile connection, tap **Settings**.

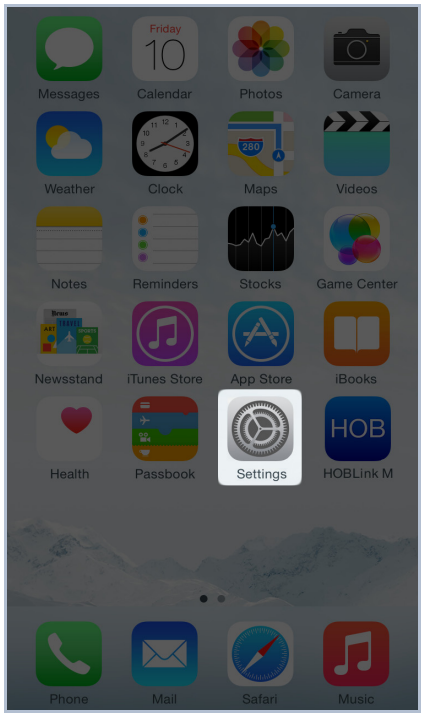


Figure 6: Settings

Scroll down to **HOBLink M**.

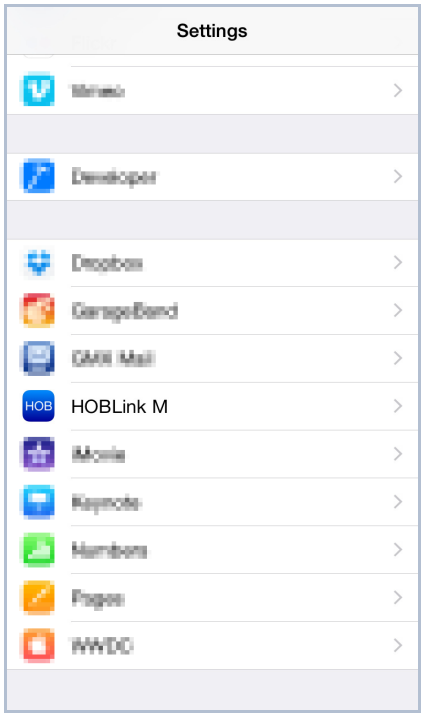


Figure 7: Settings of the Installed Apps

Tap **HOBLink M** to display the **HOBLink Mobile Settings** screen.

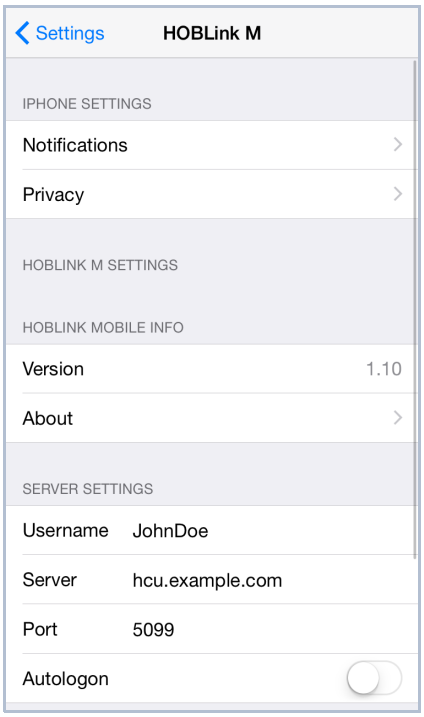


Figure 8: HOBLink Mobile Settings

Scroll down for the remaining settings.

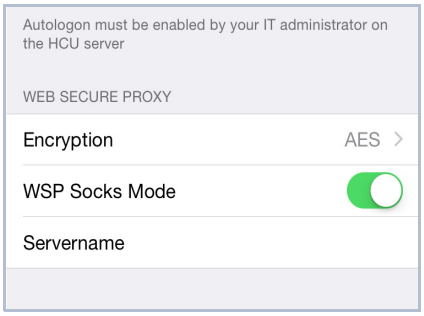


Figure 9: HOBLink Mobile Settings Continued

4.1 iPhone Settings

Notifications

Tap to display the notifications settings (see Figure 10 on page 17). These settings can also be made under **Notifications** > **Settings** > **HOBLink M** on your iPhone.

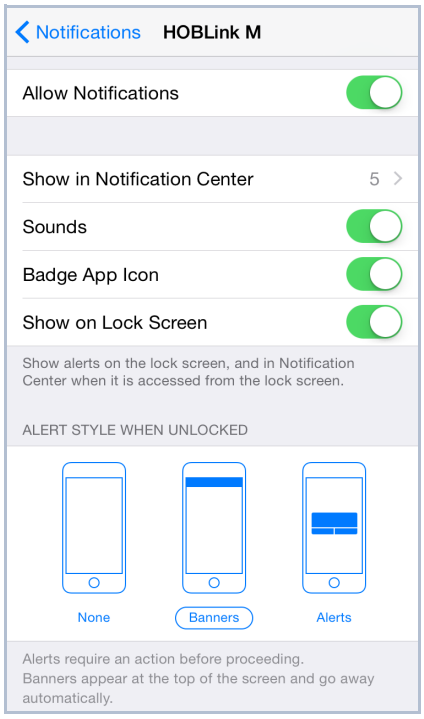

Notifications
HOBLink M
Allow Notifications
Show in Notification Center
5
Sounds
Badge App Icon
Show on Lock Screen
Show alerts on the lock screen, and in Notification Center when it is accessed from the lock screen.
ALERT STYLE WHEN UNLOCKED
None
Banners
Alerts
Alerts require an action before proceeding.
Banners appear at the top of the screen and go away automatically.

Figure 10: Notification Settings

- **Allow Notifications** – turn **ON** or **OFF** to allow or not allow notifications.
- **Show in Notification Center** – select how many items can be shown in the Notification Center (**No**, **1**, **5**, **10** or **20 Recent Items**).
- **Sounds** – turn **ON** or **OFF** to allow or not allow sounds to be played when notifications are received.
- **Badge App Icon** – turn **ON** or **OFF** to allow or not allow the number of notifications to be displayed on the HOBLink Mobile app icon.
- **Show on Lock Screen** – turn **ON** or **OFF** to allow notifications to be displayed on the lock screen.
- **Alert style when unlocked** – choose an alert style when the iPhone is unlocked: **None**, **Banners** or **Alerts**.

Privacy

- Tap to see if location services have been enabled under **Settings** > **Privacy** > **Location Services** on your iPhone. This field is only visible if location services are disabled on the iPhone.

4.2 HOBLink M Settings

HOBLink Mobile Info (see Figure 8 on page 16)

- **Version** – the currently installed version of HOBLink Mobile.
- **About** – tap to view more information about HOB, such as contact details.

Server Settings

- **Username** – the name of the user (this can be edited by tapping the field).

- **Server** – the server that the iPhone should connect to and where HCU Server is currently installed (this can be edited by tapping the field).

The values set for **Username** and **Server** will be saved as the default values and will be automatically entered into the fields on the **Logon** screen (see Figure 12 on page 21).

- **Port** – the number of the port to be used for the connection to the server (this can be edited by tapping the field). The default port is `5099`.
- **Autologon** – turn this to **ON** to not have to log in each time you start HOBLink Mobile.

The administrator must allow the **Autologon** function on the HCU Server.

4.3 Web Secure Proxy

- **Encryption** – the method of encryption currently used.

  The encryption method to be used will be specified by your IT administrator. The default encryption level is **AES** and is used when a client connects directly to the HCU Server. If the connection between the client and the server is made through the HOB WSP (see Figure 2 on page 9) then **AES+SSL** encryption must be selected. The encryption settings are shown below.

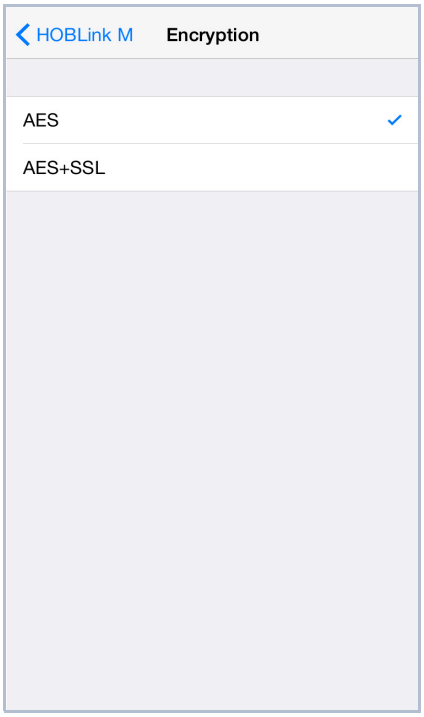


Figure 11: Encryption Settings

- **WSP Socks Mode** – turn this **ON** to connect to the HCU Server over the HOB WSP or **OFF** to connect to the HCU Server directly.

- **Servername** – enter the name of the server..

HOB recommends that you use code locking on your iPad as a general precaution even though no data communicated via HOBLink Mobile is stored on it.

5 Getting Started

In order to use HOBLink Mobile, you must be authenticated. Therefore, you must enter your username and password on the **Logon** screen. Ask your IT administrator for this information. Your logon data will already be in your user account on the HOBCOM Universal Server.

Username and password are case sensitive and are limited to a maximum length of 15 characters. This information must also be compatible with the conventions of your network.

Tap the HOBLink Mobile app icon to display the **Logon** screen.

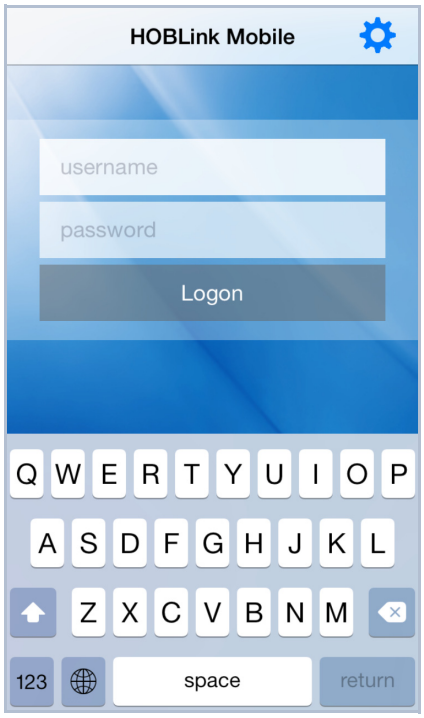


Figure 12: Logon

Enter your username and password. There are also two buttons on this screen:

Logon — Tap the **Logon** button (or return) after entering your information to logon.

Tap the **Settings** button to display the **App Settings** screen (see Figure 13 on page 22).

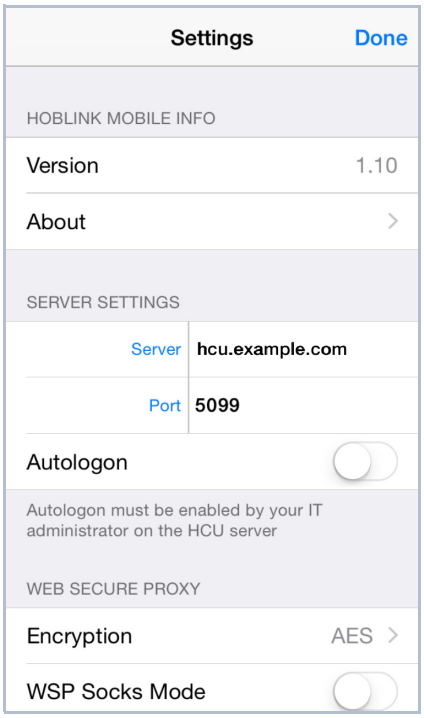


Figure 13: App Settings

The settings that can be made here are the same as on the **HOBLink Mobile Settings** screen (see Figure 8 on page 16). This settings option allows you to make settings for HOBLink Mobile without having to exit the application.

Following successful authentication, the **Exchange** screen is displayed. See Section 6 Microsoft Exchange Application on page 23 for more information.

6 Microsoft Exchange Application

After logging on (see Figure 12 on page 21), the **Exchange** screen of HOBLink Mobile appears. Here you can access your e-mail, calendar, contacts, notes and logoff from the session.

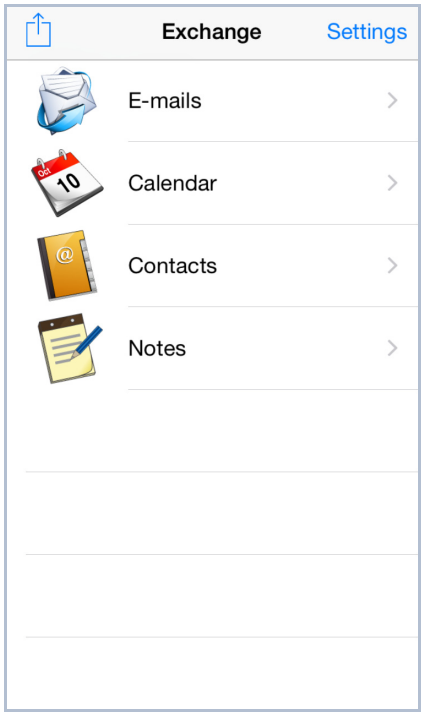


Figure 14: Exchange

Here you have access to the following:

- **E-mails** – see Section 6.2 E-mails on page 26.
- **Calendar** – see Section 6.3 Calendar on page 39.
- **Contacts** – see Section 6.5 Contacts on page 55.
- **Notes** – see Section 6.6 Notes on page 59.

There are also two options on this screen:

Tap the **Logoff** button to return to the **Logon** screen.

Settings Tap **Settings** to go to the **Exchange Settings** screen (see Figure 18 on page 27).

6.1 Exchange Settings

Tap **Settings** on the **Exchange** screen (see Figure 14 on page 23) to determine settings for e-mail, contacts and autologin and change your passwords.

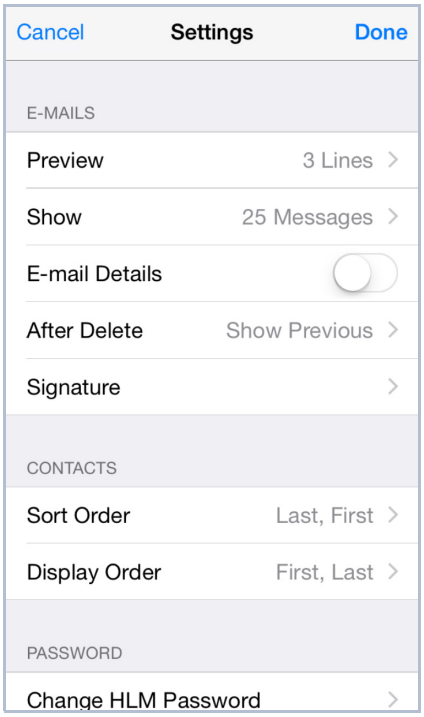


Figure 15: Exchange Settings

Scroll down for the rest of the settings.

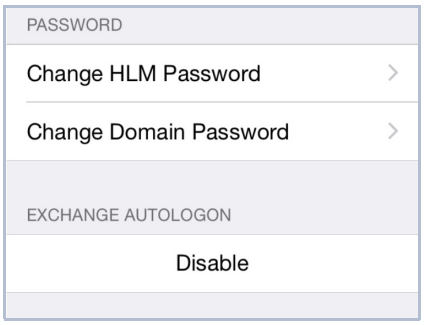


Figure 16: Exchange Settings Continued

The following settings can be made here:

E-mails

- **Preview** – set the length of the preview of an e-mail to **None**, **1**, **2**, **3**, **4** or **5 Lines**.
- **Show** – set the amount of e-mails to be displayed initially (**25**, **50**, **75**, **100**, **200**, **500** or **1000**). This setting applies to all e-mail folders. More e-mails can be reloaded within the **E-mails** application.
- **E-mail Details** – select whether the e-mail details are shown or not by tapping the **ON** button.

- **After Delete** – select which e-mail is shown after an e-mail has been deleted (**Show Previous** or **Show Next**).
- **Signature** – enter a signature for your e-mails. The signature is shown to the right.

Contacts

- **Sort Order** – select how your contacts are sorted; either **First, Last** or **Last, First**.
- **Display Order** – select how your contacts are displayed; either **First, Last** or **Last, First**.

Password

- **Change HLM Password** – here you can change your password for HOBLink Mobile (see Figure 17 below).
- **Change Domain Password** – here you can change your domain password. This displays the same screen as **Change HLM Password**.

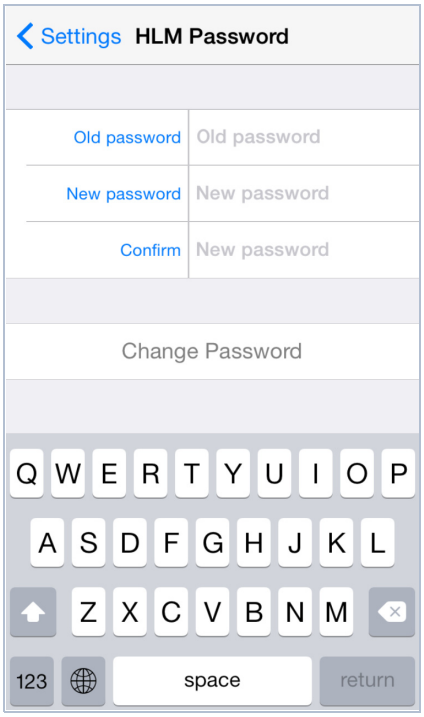


Figure 17: Change HOBLink Mobile Password

Enter your old password, a new password and then confirm the new password. Tap **Chane Password** to finalize the change. Proceed in the same manner to change your domain password.

There is one other option on this screen:

Settings Tap **Settings** to return to the **Exchange Settings** screen (see Figure 15 on page 24) without changing your password.

Exchange Autologin

On the **Exchange Settings Continued** screen (see Figure 16 on page 24), you can disable the **Autologin** function with a simple tap. You will then be required to log in each time you access the **E-mails** application.

The **Autologin** section is only visible if the **Save** option is enabled on the **Authentication** screen (see Figure 18 on page 27).

There are also two options on the **Exchange Settings** screen (see Figure 15 on page 24):

Done Tap **Done** to save any changes and to return to the **Exchange** screen (see Figure 14 on page 23).

Cancel Tap **Cancel** to return to the **Exchange** screen without saving any changes.

6.2 E-mails

The **E-mails** application provides access to your e-mail account on the Microsoft Exchange Server of your enterprise network. The application gives you access to all your e-mail functionality and folders. Data you receive or send using this application are NOT stored on your mobile device; instead the application connects to the HOBCOM Universal Server, which then connects to Microsoft Exchange, where the data are stored.

The following functions are available in **E-mails**:

- Delete, move or create new e-mails
- Flag e-mails
- Search in all e-mail folders at once
- Forward or reply to e-mails
- Refresh to check for new e-mails
- Move e-mails between folders
- View attachments
- Delete, move or create new folders
- Search for recipients in personal or corporate directories

Tap **E-mails** on the **Exchange** screen (see Figure 14 on page 23) and the **Authentication** screen will appear where you will be prompted to enter your Microsoft Exchange password.

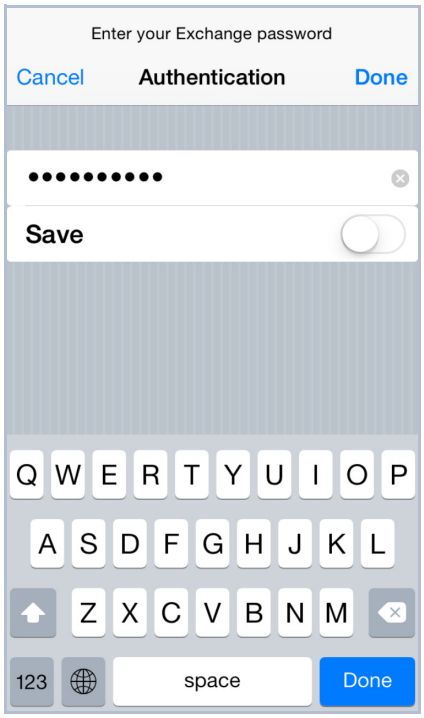


Figure 18: Authentication

When you are finished entering your password, you have three options:

	Turn **Save** to **ON** to save your password, meaning you will not have to enter it every time you connect to the Microsoft Exchange Server.
Done	Tap **Done** at the top of the screen or on the keyboard to log on.
Cancel	Tap **Cancel** to return to the **Exchange** screen without saving your password.

The **Save** field only appears if your IT administrator has allowed saving the password for a specific user.

The password is saved on the HCU Server and not on your device.

After entering your password on the **Authentication** screen (see Figure 18 on page 27), the **E-mail Folders** screen is displayed.

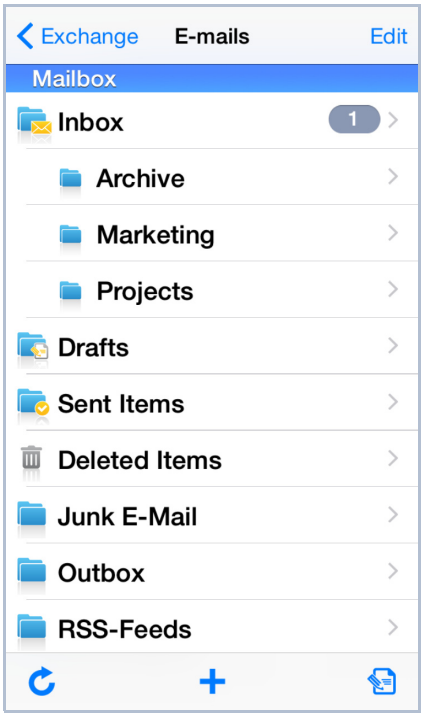


Figure 19: E-mail Folders

Here you manage your e-mails and e-mail folders and you can search in all folders at once. The number to the right of a folder is the number of new and unread e-mails currently in that folder (there is, for example, currently 1 unread e-mail in the **Inbox**).

The standard options on the screens under **E-mails** are as follow:

Edit Tap **Edit** to move or delete folders (see Figure 20 on page 29).

Tap the **Refresh** button to check the server for new e-mails.

Tap the **Plus** button to create new folders (see Figure 23 on page 32).

Tap the **Compose** button to write a new e-mail (see Figure 27 on page 37).

Exchange Tap **Exchange** to return to the **Exchange** screen (see Figure 14 on page 23).

Tap **Edit** on the **E-mail Folders** screen (see Figure 19 on page 28) to edit folders.

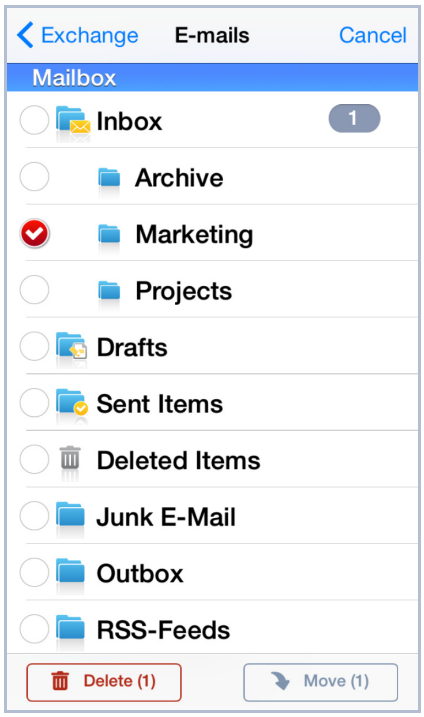
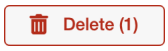


Figure 20: Edit Folder

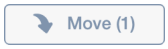
Here you can delete or move folders. Tap the folder to be moved/deleted. The selected folder is indicated by a red symbol on the left. In this case, the **Marketing** folder has been selected.

The default folders (**Inbox**, **Drafts**, **Sent Items**, **Deleted Items**, **Junk E-Mail**, **Outbox** and **RSS-Feeds**) cannot be deleted or moved.

You have the following options on this screen:



Tap the **Delete** button to delete the selected folder.



Tap the **Move** button to move the selected folder.

Cancel Tap **Cancel** to cancel the action and return to the **E-mail Folders** screen.

Exchange Tap **Exchange** to return to the **Exchange** screen (see Figure 14 on page 23) without making any changes.

Tap the **Delete** button on the **Edit Folder** screen (see Figure 20 on page 29) to delete the selected folder.

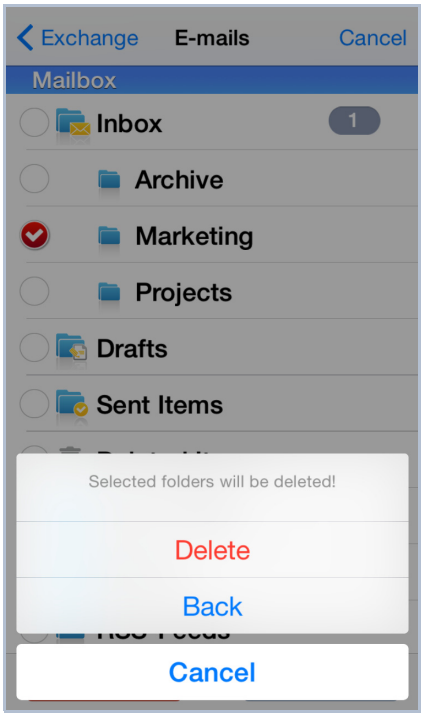


Figure 21: Delete Folder

Here you have three options:

Delete	Tap the **Delete** button to delete the selected folder and return to the **Edit Folder** screen.
Back	Tap the **Back** button to return to the **Edit Folder** screen.
Cancel	Tap the **Cancel** button to cancel the action and return to the **E-mail Folders** screen (see Figure 19 on page 28).

Tap the **Move** button on the **Edit Folder** screen (see Figure 20 on page 29) to move the **Marketing** folder to another folder.

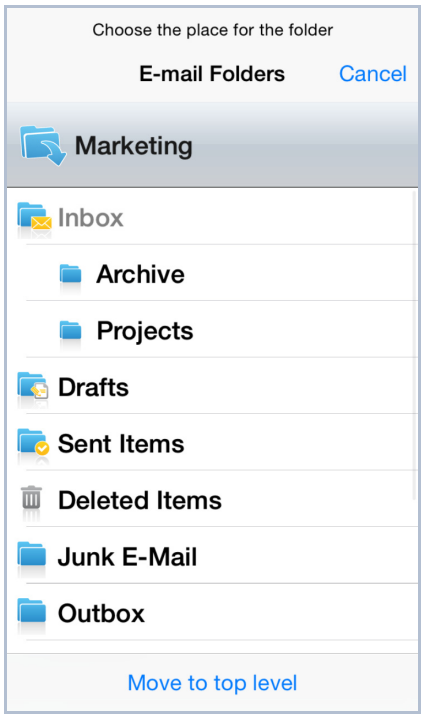


Figure 22: Move Folder

Tap the folder that you want to place the **Marketing** folder in. The **Marketing** folder will then automatically be placed in the new folder and you will be returned to the **E-mail Folders** screen (see Figure 19 on page 28).

There are also two options on this screen:

Move to top level	Tap **Move to top level** to move the folder to the same level as the default folders.
Cancel	Tap **Cancel** to cancel the action and return to the **E-mail Folders** screen.

Tap the **Plus** button on the **E-mail Folders** screen (see Figure 19 on page 28) to add a new folder to the list.

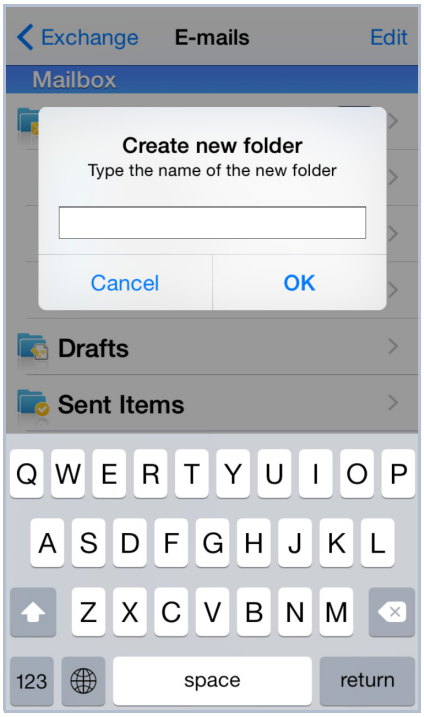


Figure 23: Create New Folder

Give the new folder a name. Tap the field to activate it and then type a name.

There are also two buttons on this screen:

OK	Tap the **OK** button to confirm the name, which will then display a screen exactly like the **Move Folder** screen (see Figure 22 on page 31), where you choose where you want the folder to be placed.
Cancel	Tap the **Cancel** button to cancel the action and return to the **E-mail Folders** screen.

6.2.1 Inbox

For explanation purposes, we are showing you the **Inbox** folder. All other e-mail folders have the same options.

Tap a folder on the **E-mail Folders** screen (see Figure 19 on page 28) to open it.

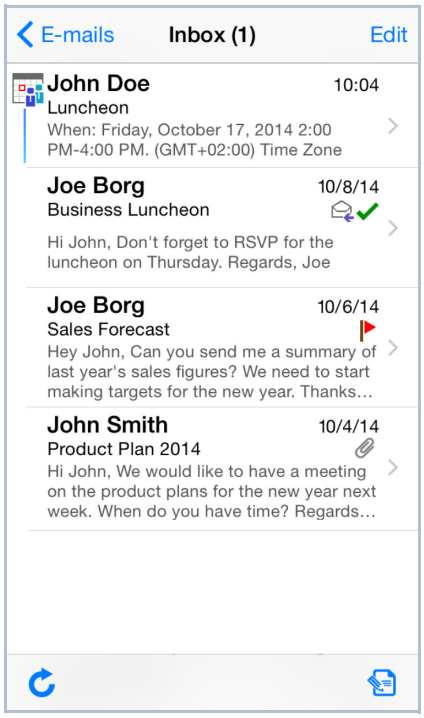

E-mails
Inbox (1)
Edit
John Doe
10:04
Luncheon
When: Friday, October 17, 2014 2:00 PM-4:00 PM. (GMT+02:00) Time Zone
Joe Borg
10/8/14
Business Luncheon
Hi John, Don't forget to RSVP for the luncheon on Thursday. Regards, Joe
Joe Borg
10/6/14
Sales Forecast
Hey John, Can you send me a summary of last year's sales figures? We need to start making targets for the new year. Thanks…
John Smith
10/4/14
Product Plan 2014
Hi John, We would like to have a meeting on the product plans for the new year next week. When do you have time? Regards…

Figure 24: Inbox

Here you see a list of all e-mails received on the Microsoft Exchange Server of your company. New and unread e-mails are indicated by a blue line to the left.

Icons that appear on this screen are as follow:

- Shows that an e-mail that has been marked as to-do is done.
- Shows that an e-mail has been marked as to-do.
- Shows that an e-mail has been replied to.
- Shows that an e-mail contains an attachment.
- Shows that an e-mail has high importance.
- Shows that an e-mail has low importance.
- Shows that an event request has been received.
- Shows that an event is accepted.

Shows that an event is declined.

Shows that an event is tentative.

You have the following options on the **Inbox** screen (see Figure 24 on page 33):

Edit Tap **Edit** to delete/move e-mails to other folders in the same way as the **Edit** option on the **Edit Folder** screen (see Figure 20 on page 29).

Tap the **Refresh** button to retrieve new e-mails from the server.

Tap the **Compose** button to write a new e-mail (see Figure 27 on page 37).

E-mails Tap **E-mails** to return to the **E-mail Folders** screen (see Figure 19 on page 28).

Tap an e-mail on the **Inbox** screen (see Figure 24 on page 33) to open it.

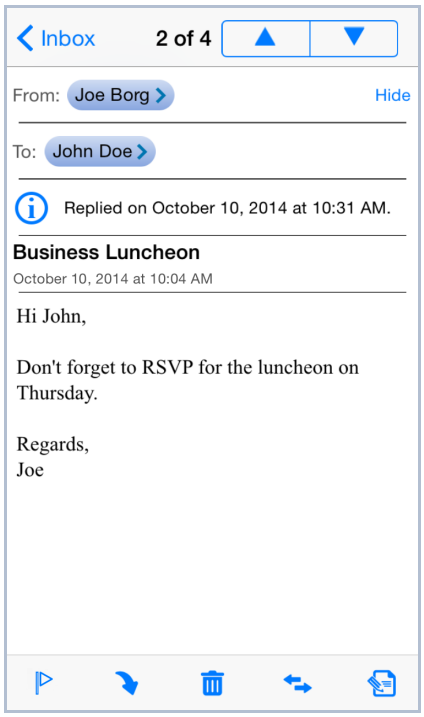


Figure 25: Example E-mail

Here you see the contents of the e-mail. You also have the following options:

Tap the **Up** button to view the previous e-mail on the **Inbox** screen.

Tap the **Down** button to view the next e-mail on the **Inbox** screen.

Tap the **Flag** button once to mark an e-mail as to-do and twice to mark it as done.

Tap the **Move** button to move the e-mail to a different folder on the **Folder List** screen (see Figure 19 on page 28).

Tap the **Delete** button to delete the displayed e-mail, which will return you to either the previous or next e-mail in the list depending on what settings you made on the **Exchange Settings** screen (see Figure 15 on page 24).

Tap the **Reply/Forward** button to reply to or forward the e-mail. You can edit the e-mail or add new text before replying/forwarding.

Tap the **Compose** button to write a new e-mail (see Figure 27 on page 37).

Inbox Tap **Inbox** to return to the **Inbox** screen.

Tap **Hide** to hide the **To** field.

Tap the **From** or **To** fields on the **Example E-mail** screen (see Figure 25 on page 35) to display the contact's e-mail addresses.

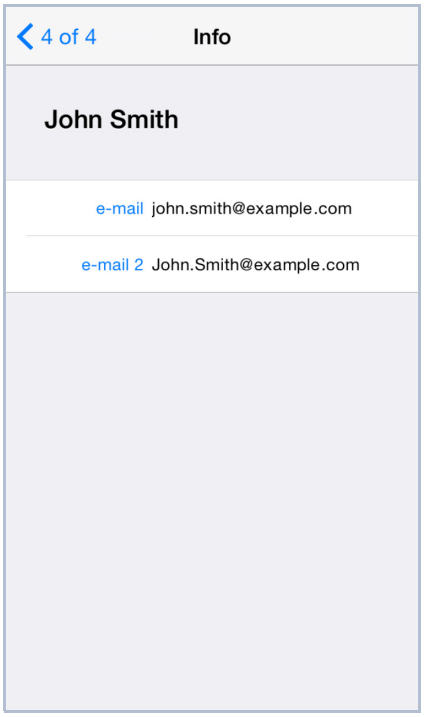


Figure 26: Contact's E-mail Addresses

Tap an e-mail address to write a new e-mail to the contact. There is also one option on this screen:

Tap the **Back** button to return to the **Example E-mail** screen.

Other options in the e-mail text:

- **Attachments** – if there is an attachment in an e-mail, a blue icon will be displayed in the subject line (as can been seen on the **Example E-mail** screen). Tap the icon to display a list of all attachments in the e-mail. Tap an attachment to view it. All document types supported by Apple can be viewed in this manner.
- **Hyperlinks** – if there is a hyperlink in an e-mail, tap the hyperlink to open it in your web browser. Tap and hold to open the hyperlink, copy it or cancel and go back to the e-mail. If you copy a hyperlink, you can paste it into applications outside of HOBLink Mobile.
- **Telephone numbers** – if there is a telephone number in an e-mail, tap it for the option to add the number to an existing/new contact, copy the number or cancel and return to the e-mail. If you copy a number, you can also paste it into applications outside of HOBLink Mobile. If you are using an iPhone, you can call the number by tapping on it.

Tap the **Compose** button on the **Inbox** screen (see Figure 24 on page 33) to compose a new e-mail.

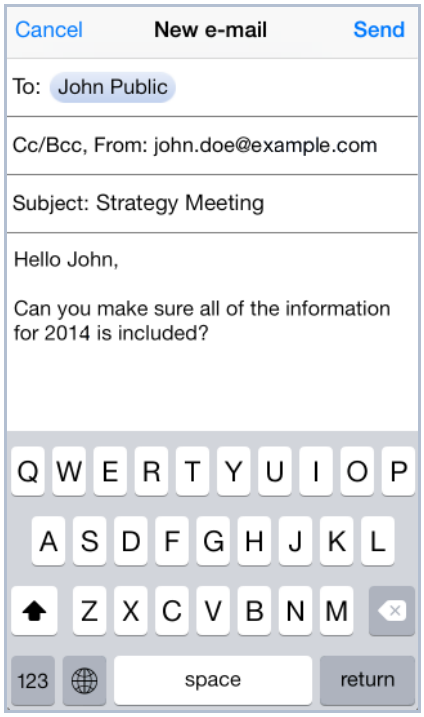

Cancel
New e-mail
Send
To: John Public
Cc/Bcc, From: john.doe@example.com
Subject: Strategy Meeting
Hello John,
Can you make sure all of the information for 2014 is included?
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
123
space
return

Figure 27: Compose E-mail Example

Enter the name of the recipient in the **To** field. The following fields contain entries for **Cc/Bcc, From** addressees and the **Subject** of the e-mail. The text for the e-mail is entered in the field below **Subject**.

There are also two options on this screen:

Send Tap **Send** to send the e-mail and return to the **Inbox** screen.

Cancel Tap **Cancel** to display the **Draft** screen (see Figure 28 on page 38).

If you tap **Cancel** on the **Compose E-mail Example** screen (see Figure 27 on page 37), the following screen is displayed.

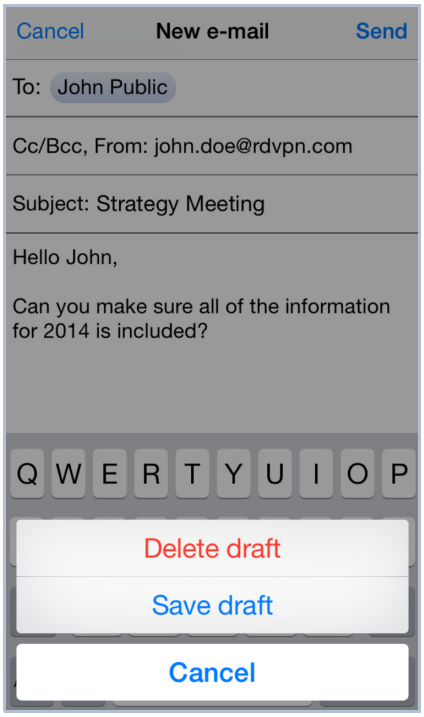


Figure 28: Draft

Here you have the following options:

Delete draft	Tap **Delete draft** to delete the draft and return to the previous screen
Save draft	Tap **Save draft** to save the draft to your **Drafts** folder and return to the previous screen.
Cancel	Tap **Cancel** to cancel the action and return to the previous screen.

6.3 Calendar

The **Calendar** application provides access to all of your events and invitations on the Microsoft Exchange Server of your company. The calendar offers the following features:

- View calendar entries according to a list, day or month display
- Create, delete and edit calendar entries and meeting requests
- Set your availability, invite others to meetings and write notes as reminders
- Search for invitees in personal and corporate directories
- Set an invitation state as accepted, tentative or declined

Tap **Calendar** on the **Exchange** screen (see Figure 14 on page 23) to display the calendar.

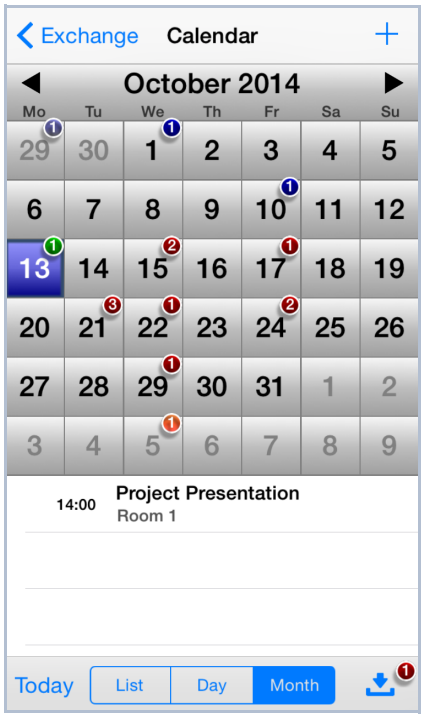


Figure 29: Calendar

The **Month View** is the default view for the calendar. See Month View on page 51 for more information. You have the following options on this screen:

	Tap the **Plus** button to add new events to the calendar (see Figure 30 on page 40).
	Tap the **Back** button to return to the previous month.
	Tap the **Forward** button to move to the next month.
Exchange	Tap **Exchange** to return to the **Exchange** screen.

The options at the bottom of the screen change the view of the calendar and display invitations. For detailed information on these options, see Section 6.3.1 Calendar View on page 48.

You can also view, edit or delete past, present and future events by tapping a date and then tapping the event in the list.

Dates with events will be shown with a small colored icon displaying the number of events on that day. The colors that are used have the following meanings:

- Green – events for today
- Red – future events
- Blue – past events
- Orange – events occurring next month
- Blue/gray – events that occurred in the previous month

Tap the **Plus** button on the **Calendar** screen (see Figure 29 on page 39) to create a new event.

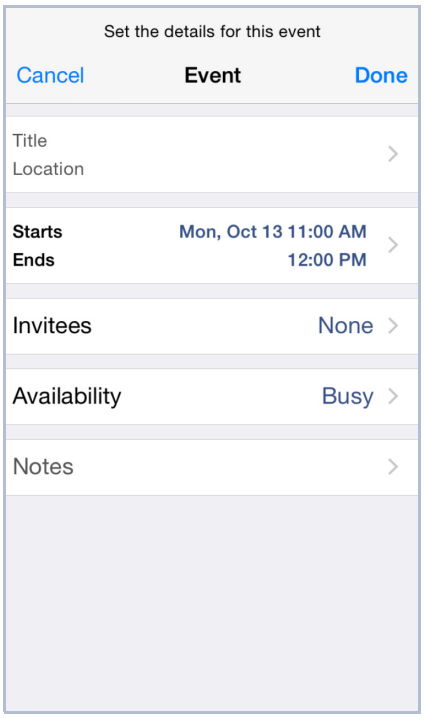


Figure 30: New Event

Here you can set the following:

- **Title & Location** – edit the event title and location (see Figure 31 on page 41).
- **Starts & Ends** – set the time and date of the event (see Figure 32 on page 42).
- **Invitees** – add invitees to the event (see Figure 34 on page 44).
- **Availability** – set your availability for the event (see Figure 36 on page 46).
- **Notes** – attach a note to the event (see Figure 37 on page 47).

There are also two options on this screen:

Done Tap **Done** to save the event and return to the **Calendar** screen.

Cancel Tap **Cancel** to return to the **Calendar** screen without saving the event.

Tap the **Title & Location** field on the **New Event** screen (see Figure 30 on page 40) to display the following screen.

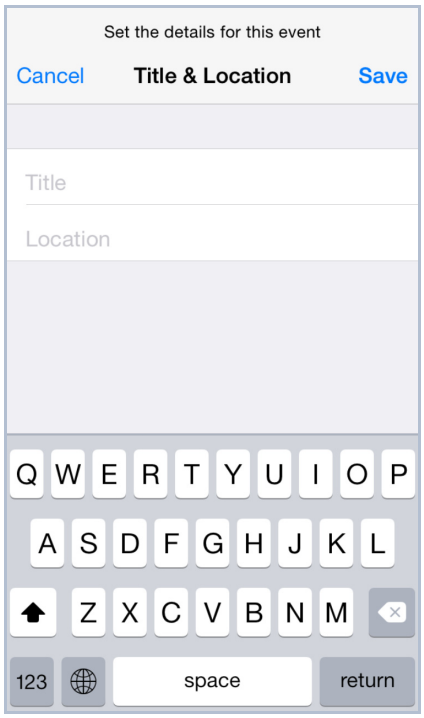


Figure 31: Title & Location

Enter a title and location for the event. You then have two options:

Save Tap **Save** to save the **Title & Location** and return to the **New Event** screen.

Cancel Tap **Cancel** to return to the **New Event** screen without saving.

Tap the **Starts & Ends** field on the **New Event** screen (see Figure 30 on page 40) to display the following screen.

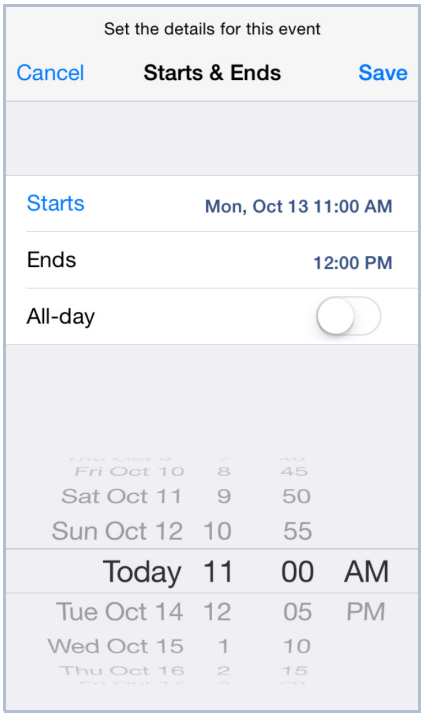


Figure 32: Starts & Ends

Set the start and end time and date of the event. You also have the following options:

Save Tap **Save** to save the selections and return to the **New Event** screen.

Turn the **OFF** button to **ON** to turn the event into an **All-day** event (see Figure 33 on page 43).

Cancel Tap **Cancel** to return to the **New Event** screen without saving.

Turn the **OFF** button to **ON** on the **Starts & Ends** screen (see Figure 32 on page 42) to make the event an **All-day** event.

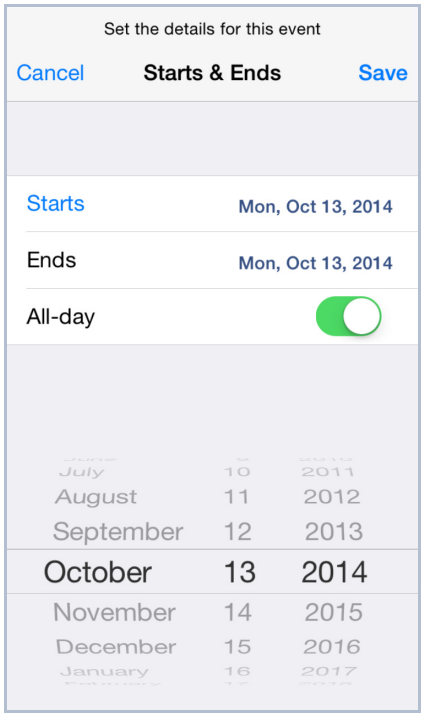


Figure 33: All-day

The time fields are now gone and you only select the dates for the event. You also have the following options on this screen:

Save Tap **Save** to save the selections and return to the **New Event** screen (see Figure 30 on page 40).

Turn the **ON** button to **OFF** to display the time fields.

Cancel Tap **Cancel** to return to the **New Event** screen without saving.

Tap the **Invitees** field on the **New Event** screen (see Figure 30 on page 40) to search for invitees for the event.

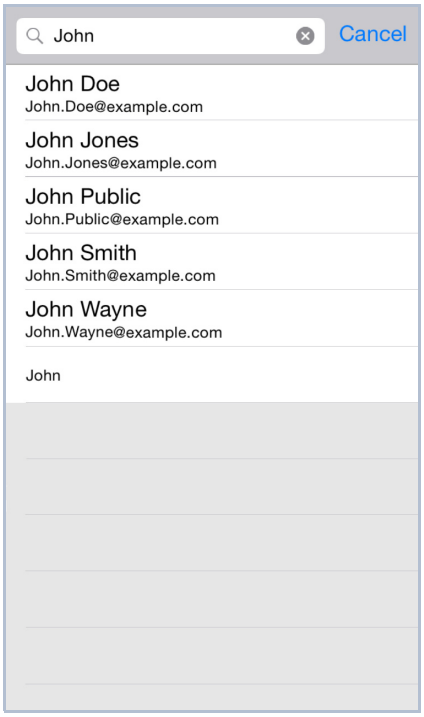


Figure 34: Search for Invitees

Specify who should attend the event. Type the name of the invitee in the search field at the top of the screen. Tap a name in the list to select it (see Figure 35 on page 45).

You also have the following option:

Cancel Tap **Cancel** to return to the **New Event** screen without adding an invitee.

Tap a name from the list on the **Search for Invitees** screen (see Figure 34 on page 44) to display a list of selected invitees.

Figure 35: Add Invitees

Invitees that have been added to the event are displayed here. Use the search bar again to add additional invitees to the list.

You have the following options on this screen:

Done Tap **Done** to save the selections and return to the **New Event** screen (see Figure 30 on page 40).

Cancel Tap **Cancel** to return to the **New Event** screen without saving.

You can also remove invitees from the list by dragging your finger over their name from right to left and then tapping **Delete**.

Tap the **Availability** field on the **New Event** screen (see Figure 30 on page 40) to display the following screen.

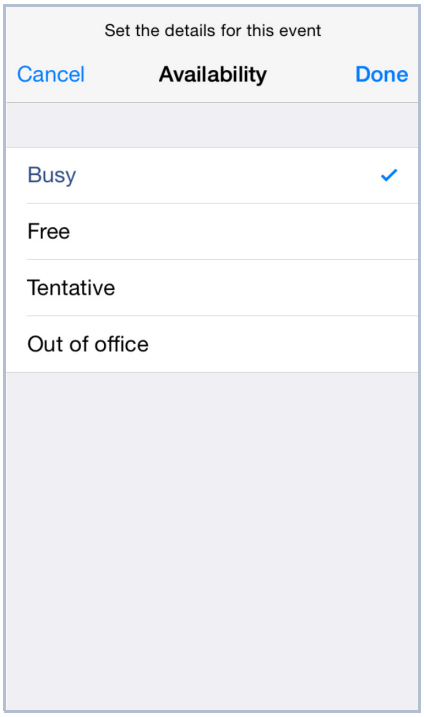


Figure 36: Availability

Set your availability for the event, either **Busy**, **Free**, **Tentative** or **Out of office**. This can be useful, for example, if you are setting up events for others that you yourself do not plan to attend.

You also have two options here:

Done Tap **Done** to save the selection and return to the **New Event** screen.

Cancel Tap **Cancel** to return to the **New Event** screen without saving.

If there are any requirements or reminders for an event, tap the **Notes** field on the **New Event** screen (see Figure 30 on page 40) to create a note.

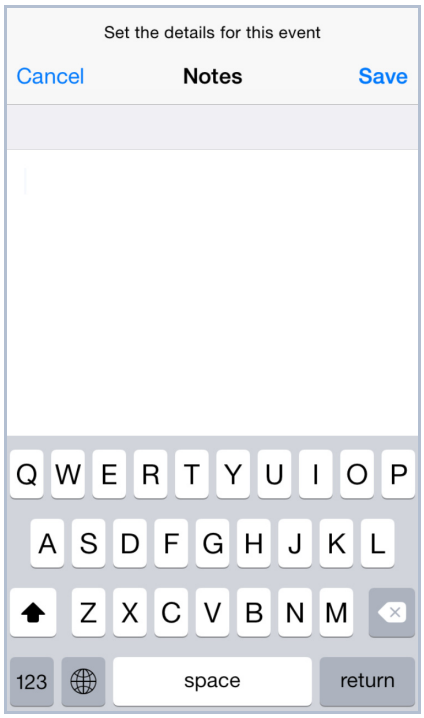


Figure 37: Notes for Event

Tap the white field to write a note for the event. There are also two options here:

Save Tap **Save** to save the note and return to the **New Event** screen.

Cancel Tap **Cancel** to return to the **New Event** screen without saving the note.

6.3.1 Calendar View

The options at the bottom of the **Calendar** screen (see Figure 29 on page 39) change the view of the calendar and display invitations.

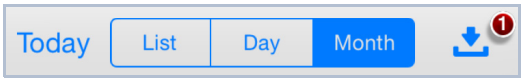
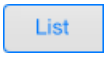


Figure 38: Calendar Options

These options have the following functions:

Today Tap **Today** to return to the current day from the highlighted date.



Tap the **List** button to view a list of all of the events for the selected day or month, depending on which view (**Day** or **Month**) you were previously (see Figure 39 on page 49).

The **Day** button is currently selected. If you are looking at the calendar in a different view, tap the **Day** button to return to the **Day View** screen (see Figure 40 on page 50).

Tap the **Month** button to return to the **Calendar** screen.

Tap the **Invitations** button to view a list of all invitations you have received. A red symbol next to the **Invitations** button displays the number of new invitations. For more information on invitations, see Section 6.3.2 Invitations on page 51.

List View

Tap the **List** button on the **Calendar** screen (see Figure 29 on page 39) to display a list of all events for the current day or month, depending on which view (**Day View** or **Month View**) you were previously.

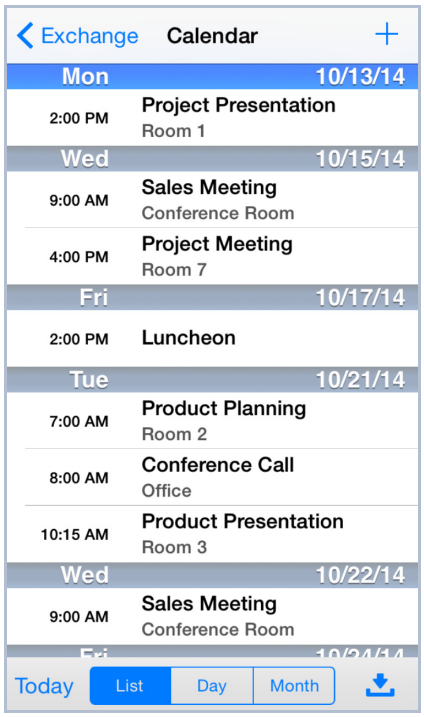


Figure 39: List View

Tap events to view, edit or delete them. You have the following options here:

	Tap the **Plus** button to create a new event (see Figure 30 on page 40).
Today	Tap **Today** to return to the current day from the highlighted date.
	The **List** button is currently selected. If you are looking at the calendar in a different view, tap the **List** button to return to the **List View** screen.
	Tap the **Day** button to view a list of all of the events for the selected day (see Figure 40 on page 50).
	Tap the **Month** button to return to the **Calendar** screen.
	Tap the **Invitations** button to view a list of all invitations you have received (see Section 6.3.2 Invitations on page 51).
Exchange	Tap **Exchange** to return to the **Exchange** screen (see Figure 14 on page 23).

Day View

Tap the **Day** button on the **Calendar** screen (see Figure 29 on page 39) to display the selected day and a list of all events on that day.

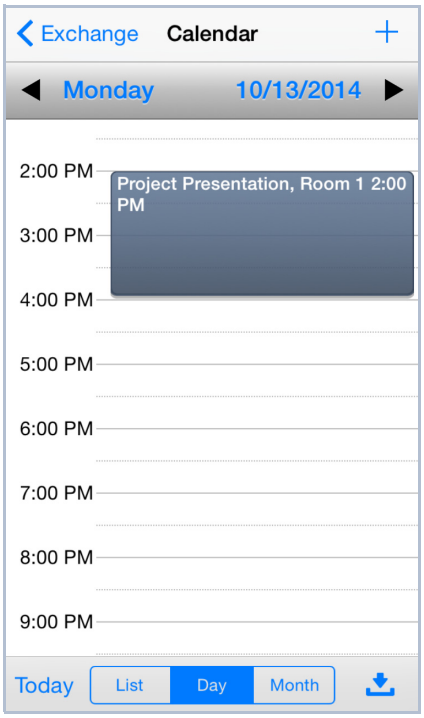


Figure 40: Day View

Tap events to view, edit or delete them. You have the following options on this screen:

	Tap the **Plus** button to create a new event (see Figure 30 on page 40).
	Tap the **Back** button to move to the previous day and view the events for that day.
	Tap the **Forward** button to move to the next day and view the events for that day.
Today	Tap **Today** to return to the current day from the highlighted date.
List	Tap the **List** button to view a list of all of the events for the current month (see Figure 39 on page 49).
Day	The **Day** button is currently selected. If you are looking at the calendar in a different view, tap the **Day** button to return to the **Day View** screen.
Month	Tap the **Month** button to return to the **Calendar** screen.
	Tap the **Invitations** button to view a list of all invitations you have received (see Section 6.3.2 Invitations on page 51).
Exchange	Tap **Exchange** to return to the **Exchange** screen (see Figure 14 on page 23).

Month View

Tap the **Month** button on the **Calendar** screen (see Figure 29 on page 39) to display the calendar for the selected month. Colored icons indicate scheduled events for the days of that month. The **Month** view is the default view for the calendar.

6.3.2 Invitations

The **Invitations** button on the **Calendar** screen displays invitations you have received. If you have received an invitation, a red badge will appear in the corner of this button displaying the number of invitations received (see Figure 38 on page 48).

Tap the **Invitations** button to display the following screen.

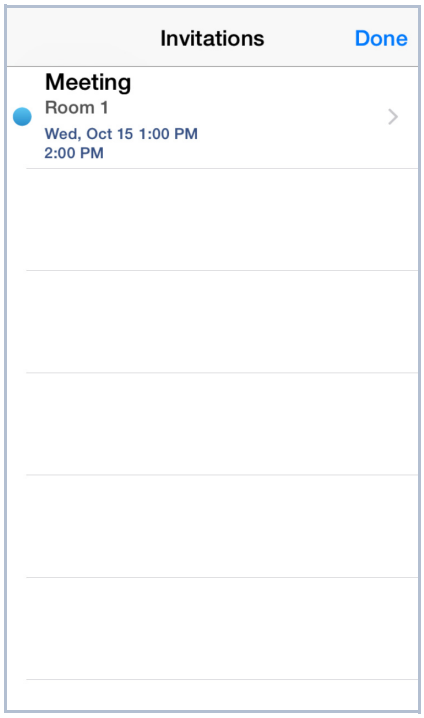


Figure 41: Invitations

A list of all invitations received is displayed. A blue symbol next to an invitation indicates that it is new. Tap the invitation to display the event details, as shown in Figure 42 on page 52.

There is one option on this screen:

Done Tap **Done** to return to the **Calendar** screen.

Tap an invitation on the **Invitations** screen (see Figure 41 on page 51) to display the event details.

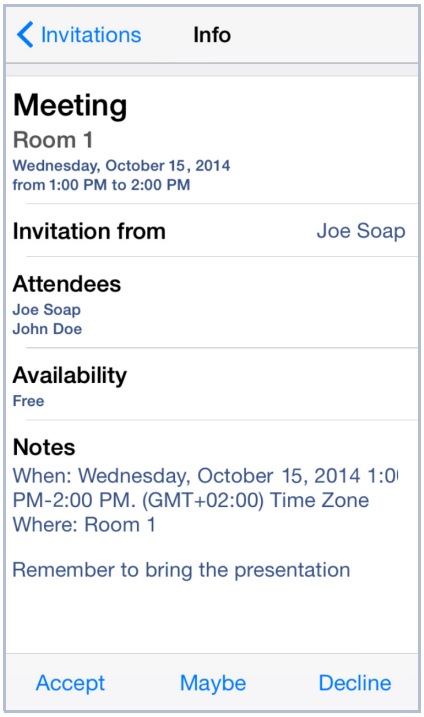


Figure 42: Invitation Info

Detailed information for the event is displayed. You have the following options:

Accept Tap **Accept** to accept the invitation and return to the **Invitations** screen.

Maybe Tap **Maybe** to say maybe to the invitation and return to the **Invitations** screen.

Decline Tap **Decline** to decline the invitation and return to the **Invitations** screen.

Invitations Tap **Invitations** to return to the **Invitations** screen without making any changes.

Depending on the option chosen on the **Invitation Info** screen (see Figure 42 on page 52), your status for the event will be displayed to the right of the invitation.

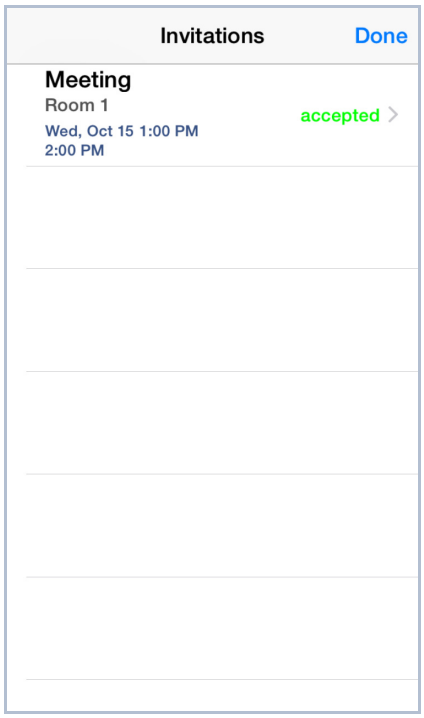


Figure 43: Invitation Status

The status for this invitation is accepted; however, you may return to this screen at any time to change your status.

There is one option on this screen:

Done Tap **Done** to return to the **Calendar** screen (see Figure 29 on page 39).

6.4 Notifications

HOBLink Mobile supports notifications for calendar events and invitations. Notifications must first be enabled on your iPhone. See Figure 10 on page 17 or enable them on your iPhone by going to **Settings** > **Notifications** > **HOBLink M**.

Once notifications have been enabled, you will be able to receive them for calendar events and invitations that you have received. Notifications appear at the time configured in Microsoft Outlook. Notifications are updated every time HOBLink Mobile is started or reactivated from the background. A HOBLink Mobile notification in the Notification Center can be seen in Figure 44 on page 54.

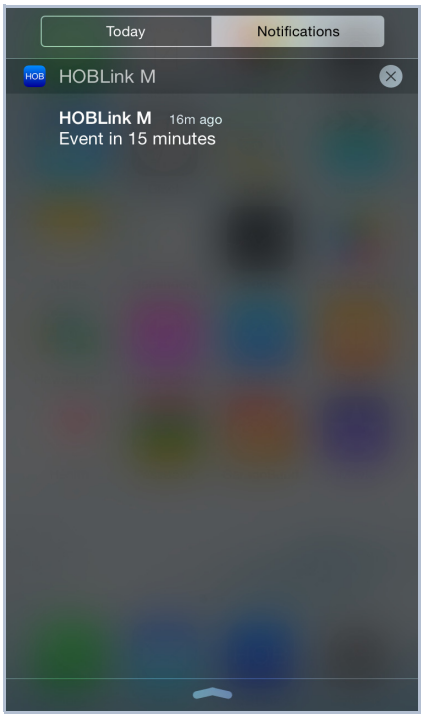


Figure 44: Notification Center

Tap the notification to open the HOBLink Mobile app to the **Logon** screen (see Figure 12 on page 21).

No data or sensitive information is included in the notification.

6.5 Contacts

Here you manage your contacts and their information, all of which is stored on the Microsoft Exchange Server of your network.

You can do the following in **Contacts**:

- View or call contacts
- Delete, edit or create new contacts
- Search for contacts in corporate directory
- Select an e-mail address from a contact to send them an e-mail
- Call a contact if you are using an iPhone

Tap **Contacts** on the **Exchange** screen (see Figure 14 on page 23) to display a list of all contacts.

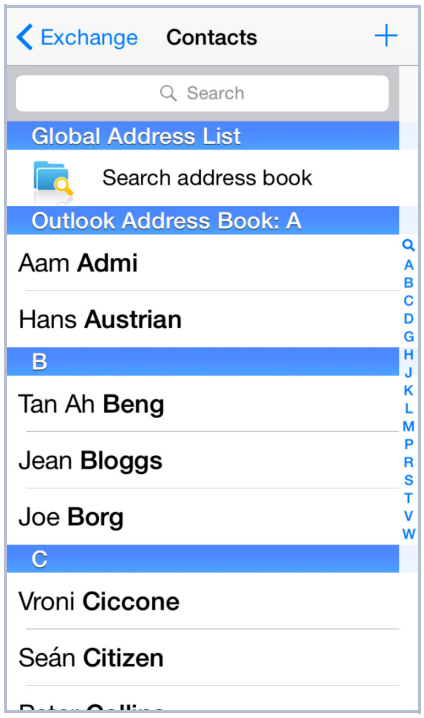


Figure 45: Contacts

You can search for contacts by using the search bar or by scrolling through the list. If you have created folders in Microsoft Exchange, these will be displayed instead of the list of contacts. Tap the folder to see that folder's contacts. Folders cannot be created within HOBLink Mobile. Tap a contact to display, edit or delete their details (see Figure 46 on page 56).

Global Address List – this is the address book currently stored on the Microsoft Exchange Server of your company.

Outlook Address Book – here you can access all the information currently stored in your Microsoft Outlook address book on the Microsoft Exchange Server of your company.

There are also two options on the **Contacts** screen (see Figure 45 on page 55):

+	Tap the **Plus** button to add a new contact (see Figure 48 on page 58).
Exchange	Tap **Exchange** to return to the **Exchange** screen (see Figure 14 on page 23).

Once a contact has been selected on the **Contacts** screen, you can view, edit or delete their information.

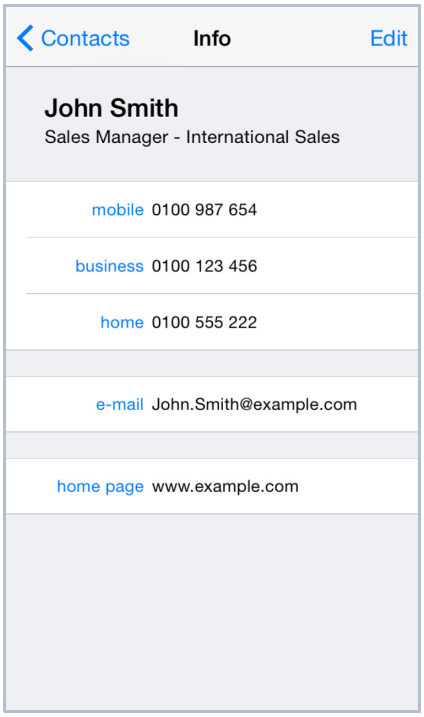


Figure 46: Contact Details

Here you can tap an e-mail address to write an e-mail to the contact or tap a homepage to open the contact's homepage in your web browser. You can also tap a telephone number to call the contact.

You have the following options on this screen:

Edit	Tap **Edit** to edit the contact's information (see Figure 47 on page 57).
Contacts	Tap **Contacts** to return to the **Contacts** screen.

Tap **Edit** on the **Contact Details** screen (see Figure 46 on page 56) to edit the contact's information.

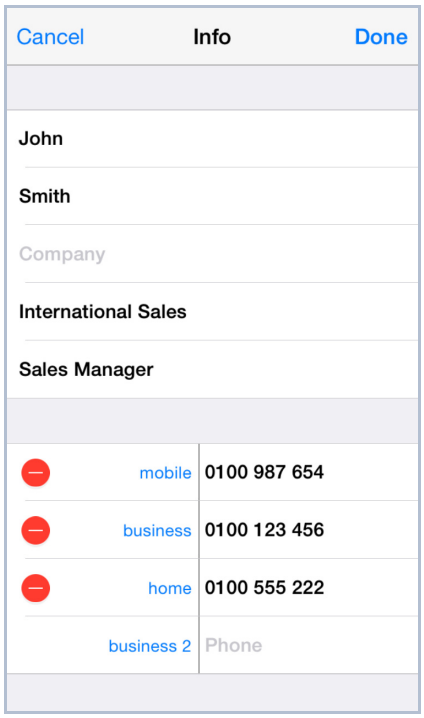
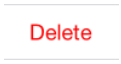


Figure 47: Edit Contact

Tap a field to open it for editing and then enter any changes. Scroll down for further fields. Here you have the following options:

	Tap the **Delete** button to delete the field.
	Tap the **Add** button to add new fields to the contact's information.
Done	Tap **Done** to save the changes and to return to the **Contact Details** screen.
Cancel	Tap **Cancel** to return to the **Contact Details** screen without saving any changes.
	Tap the **Delete** button at the bottom of the screen to delete the contact entirely.

Tap the **Plus** button on the **Contacts** screen (see Figure 45 on page 55) to create a new contact.

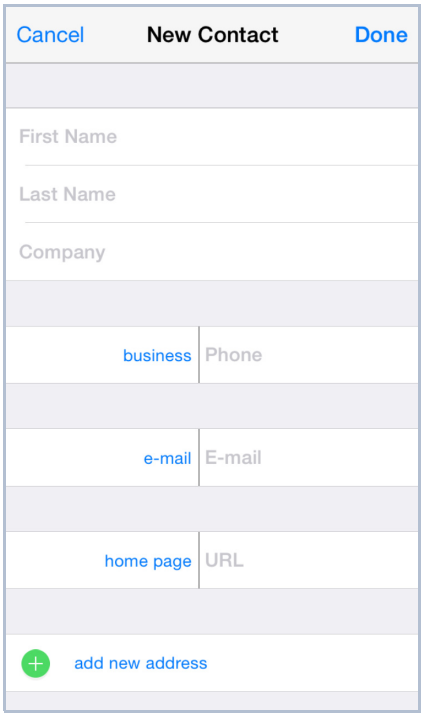


Figure 48: New Contact

Enter the information for the new contact. Tap a field to display the keypad. You also have the following options on this screen:

	Tap the **Add** button to add a new address or new fields to the contact's information (such as job title and department, birthday or anniversary. You can also add an instant messenger username or a note for the contact).
Done	Tap **Done** to save the changes and to return to the **Contacts** screen.
Cancel	Tap **Cancel** to return to the **Contacts** screen without saving any changes.

6.6 Notes

This application allows you to create notes that will be stored on the company Microsoft Exchange Server. Tap **Notes** on the **Exchange** screen (see Figure 14 on page 23) to display your notes.

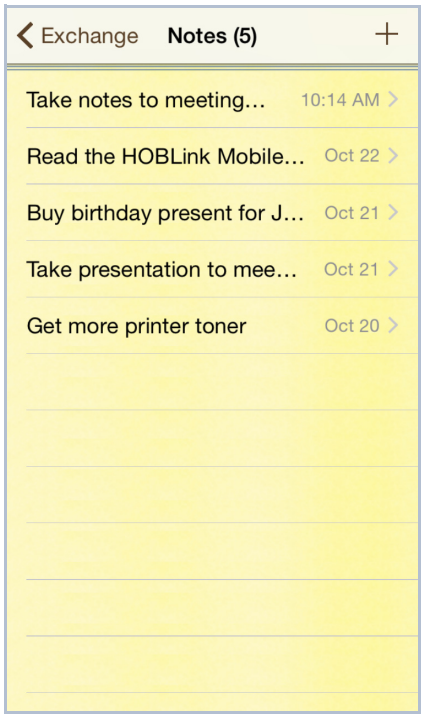

Exchange
Notes (5)
Take notes to meeting... 10:14 AM
Read the HOBLink Mobile... Oct 22
Buy birthday present for J... Oct 21
Take presentation to mee... Oct 21
Get more printer toner Oct 20

Figure 49: Notes

A list of all notes is displayed. Tap a note in the list to open it (see Figure 50 on page 60). Tap anywhere in the list and drag your finger down to display the search bar, where you can search for a specific note. You also have the following options:

+	Tap the **Plus** button to create a new note (see Figure 51 on page 61).
Exchange	Tap **Exchange** to return to the **Exchange** screen.

Tap a note on the **Notes** screen (see Figure 49 on page 59) to display the note.

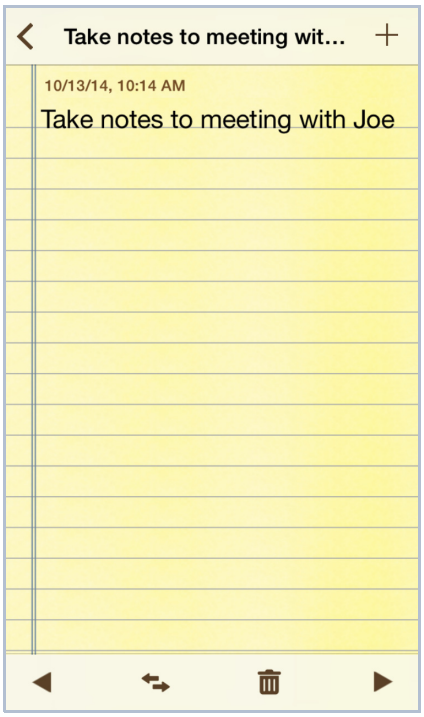


Figure 50: Note Text

Tap the yellow field to edit the note. Here you have the following options:

- Tap the **Plus** button to close the note and create a new note (see Figure 51 on page 61).
- Tap the **Left Arrow** button to view the previous note on the **Notes** screen.
- Tap the **Forward** button to send the note to a selected recipient via e-mail.
- Tap the **Delete** button to delete the current note and return to the **Notes** screen.
- Tap the **Right Arrow** button to view the next note on the **Notes** screen.
- Tap the **Back** button to return to the **Notes** screen without making any changes to the note.

Tap the **Plus** button on the **Notes** screen (see Figure 49 on page 59) to create a new note.

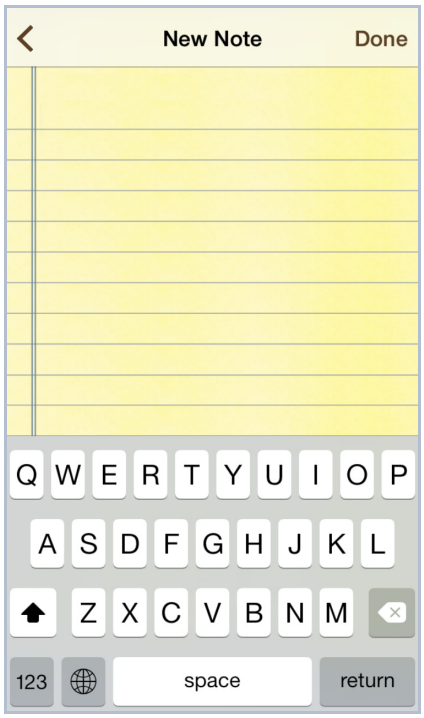


Figure 51: New Note

Tap the yellow field to activate the keyboard and then type the note. There are also two options on this screen:

Done Tap **Done** to save the note and return to the **Notes** screen.

Notes Tap **Notes** to return to the **Notes** screen without saving the note.

7 Information and Support

If you would like further information about HOBLink Mobile or if you need product support, please contact us at:

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